
BUDGET AND MANAGEMENT SERVICES

MISSION

The Budget Section is responsible for the efficient and accurate preparation and day-to-day administration of the annual operating budget in accordance with NCGS 159. The mission of the Management Services section is to provide technical and professional support and assistance to the County Manager and County departments.

PROGRAM DESCRIPTION

The responsibilities of Budget and Management Services include the annual budget process, assisting departments with preparation of their budgets, analyzing all budget requests and preparing the County Manager's annual recommended budget. In addition, the Budget Section prepares and maintains the County's capital improvement plan, performs management analysis and program evaluations for the County Manager, Board of Commissioners and County departments and oversees the administration of the County's operating budgets. The Management section provides revenue and fee analysis, customer service surveys, budget and administration support, cost reduction and performance review analysis, and management of non-profit and related grant administration.

2002-03 ACCOMPLISHMENTS

- Revised the Excel based budget process to improve efficiency and effectiveness as planned and proposed in the prior year.
- Completed the ten-year Capital Improvements Plan recently approved by the Board of Commissioners.
- Prepared an updated budget manual and other materials distributed to the departments and agencies on schedule. Placed budget manual on the Intranet for convenience and cost effectiveness.
- Conducted training sessions on the Excel based budget process for all the County departments'.
- Conducted other training as needed and requested to update staff on the AMS Financial System.
- Monitored the performance of the County's annual budget through the preparation and analysis of budget amendments and transfers, analysis of revenues, and managing budget databases and capital ledgers.

- Participated in Institute of Government budget training.
- Implemented current year budget and spending controls as directed by the County Manager and Board to accommodate budget shortfalls in State and local revenues.
- Performed analysis and management tasks as scheduled or as requested.

2003-04 OBJECTIVES

- Prepare and print the "Annual Operating Budget" document and the "Budget in Brief" for public distribution.
- Evaluate and recommend revisions or changes in budget content and procedures.
- Place the budget document on the County's web page for public access.
- Monitor the budget closely for compliance with reductions in spending during FY 03-04.